

SELECTION / DISQUALIFICATION CRITERIA

I. PROCEDURE

- A. All individuals who apply for one of the following positions: Emergency 911 Operator, Emergency 911 Operator (Lateral), Assistant Operator Dispatcher, and Operator Dispatcher (Lateral) with the Cincinnati Police Department must submit to a background investigation. As a prerequisite to such an investigation, the applicant must complete a Personal History Questionnaire as a supplemental application. This questionnaire shall be deemed incomplete until it is updated by the candidate immediately prior to appointment. The information submitted on the questionnaire by candidates must be complete and accurate and will be analyzed during a polygraph examination.
- B. Police investigators will conduct the background investigations. The goal of the investigation is to provide information on candidates that will aid in determining their suitability for the job.
- C. A Selection Review Committee, consisting of Human Resources and Police Department representatives, will evaluate information obtained during the background investigation. Those candidates who are deemed disqualified, based on the job-related criteria adopted by the Civil Service Commission Listed below will be notified.
- D. If the candidate feels the disqualification is not justified, he or she may appeal to the Civil Service Commission in accordance with the rules of the Commission. At the appeal hearing, candidates will be given the opportunity to discuss the issues of concern with the Commissioners.

II. CRITERIA

The offenses listed below are criteria for which candidates may be disqualified. Any person who admits to committing or attempting to commit any of the offenses listed may be disqualified as though they had been convicted.

- A. **Felonies:** Any person who has been convicted in a court of competent jurisdiction of a felony, regardless of degree, **shall** be disqualified.
- B. **Misdemeanors:** Any person who has been convicted in a court of competent jurisdiction of a misdemeanor within five (5) years of the date of application **may** be disqualified.
- C. **Drugs (excluding marijuana):** Any person who has been convicted in a court of competent jurisdiction of usage or possession of narcotics, dangerous drugs and hallucinogens or any other controlled substance which the Civil Service Commission determines to relate to job performance or an attempt, conspiracy or solicitation to commit such a criminal act, **may** be disqualified. Usage of any prohibited or controlled substance during the selection process **shall** be grounds for disqualification.

- D. **Marijuana:** Any person, who has been convicted in a court of competent jurisdiction of the sale of marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, **shall** be disqualified.

Candidates who use or possess marijuana during the selection process **shall** be disqualified. Any use of marijuana that predates the filing of application for employment by less than one (1) year **shall** be grounds for disqualification. Any use of marijuana that predates the filing of application for employment by more than (1) year **may** be disregarded unless it is chronic usage.

- E. **Sexual Offenses and Bodily Harm:** Any person who has been convicted in a court of competent jurisdiction of a sex offense as defined in Chapter 2907 of the Ohio Revised Code, or an offense causing or threatening bodily harm as defined in Chapter 2903 and Chapter 2919 of the Ohio Revised Code, or an attempt, conspiracy or solicitation, to commit such a criminal act **may** be disqualified.
- F. **Guns, Concealed Weapons and Dangerous Ordinance:** Any person who has been convicted in a court of competent jurisdiction of violating any gun control ordinance, carrying any concealed weapon, or possession of any dangerous ordinance **may** be disqualified. Any attempt to violate any law, statute, or regulation to the above **may** be grounds for disqualification.

Any person having a criminal record but not disqualified must be reviewed by the Criminal Justice Information Services Systems Officer (CSO) from LEADS to ensure access to the system.

III. DISQUALIFYING EMPLOYMENT-RELATED CONDUCT

- A. Any person who within five (5) years of the date of application has been terminated or resigned in lieu of termination from previous employment for insubordination, serious job misconduct, unexcused or excessive absenteeism or tardiness or neglect of duty **may** be disqualified. All persons who within five (5) years of the date of application have been suspended or received written reprimands on two (2) or more occasions for insubordination, serious job misconduct, unexcused or excessive absenteeism or tardiness, or neglect of duty **may** be disqualified.
- B. Theft of cash, goods, credit or services from an employer **may** be cause for disqualification.

IV. MISCELLANEOUS DISQUALIFYING CONDUCT

- A. Any person who within five (5) years of the date of application has failed to obey or honor any judgments entered by a court of record, including, but not limited to, alimony or support payments, or have failed to pay any fine imposed by a court of record, **may** be disqualified. Any person who within five (5) years of the date of application has failed on two (2) or more occasions to honor an order (i.e.: capiases or subpoena) to appear in court **may** be disqualified.

- B. Any person who has been discharged from the United States military service under other than honorable conditions for reasons that are job related **may** be disqualified.
- C. Any person who has made any intentional false alarm or a false report to any police or fire agency **may** be disqualified.
- D. Any person who was once or is currently a member of any organization that advocates or has advocated crime or the violent overthrow of the United States government **will** be disqualified.
- E. Any person who admits a pattern of alcohol, drug abuse, or illegal gambling within the past twenty-four (24) months **may** be disqualified (i.e.: conduct that is predictable, repetitive or continuing activity).
- F. Any person who has had 2 or more garnishments within the last 5 years **may** be disqualified.
- G. Any person who has made false statements regarding any material matter during the selection process or has intentionally omitted any requested material information on the questionnaire or who has cheated during any portion of the selection process **may** be disqualified.
- H. Any person who has paid or accepted a bribe or favor to cover or hide any criminal or traffic offense, or acted in any manner to prevent discovery and/or apprehension of any criminal by any duly constituted law enforcement agency, or was involved in any plan or attempt to accomplish any of the above, **shall** be disqualified.
- I. Any person who fails to appear for the interview, polygraph, medical test, psychological exam or fails to return the Personal History Questionnaire or return phone calls **may** be disqualified.